

United States Department of Agriculture
Farm Service Agency

VACANCY ANNOUNCEMENT

"OUTSTANDING SCHOLAR PROGRAM"

ANNOUNCEMENT NUMBER: F8 FSA 185

POSITION TITLE: Personnel Management Specialist

PAY PLAN, SERIES, GRADE: GS-0201-07 (\$26,532)

PROMOTION POTENTIAL: GS-12

AREA OF CONSIDERATION: All Sources
Non Status Applicants Only

LOCATION OF POSITION: Farm Service Agency
Deputy Administrator for Management
Human Resources Division
Foreign Operations Branch
Foreign Programs Section
Washington, DC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-8998 (Additional Information)
(202) 418-9116 (TDD)

OPENING DATE: May 11, 1998

CLOSING DATE: June 15, 1998

(PLEASE NOTE: TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT AND RECEIVED WITHIN 7 WORKING DAYS OF THE CLOSING DATE.)

DUTIES: This position is located in the Foreign Programs Section, Foreign Operations Branch, Human Resources Division. The Section is responsible for a variety of Foreign Service personnel management activities, including Foreign Service examination and qualification standards, classification and wage administration, position management, organization, performance evaluation and personnel service operations for a Foreign Service personnel management program. The incumbent serves as an advanced trainee, and assignments are designed to provide training in the analytic and judgmental aspects of personnel classification and employment. **A SECRET SECURITY CLEARANCE WILL BE REQUIRED.**

QUALIFICATION REQUIREMENTS:

To qualify for consideration, you must be a college graduate and have maintained a grade-point average of 3.45 or better on a 4.0 scale for all undergraduate course work, OR have graduated in the upper 10 percent of your class or major university subdivision.

- A college degree in any major is qualifying.
- You must be a U.S. citizen to apply.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Supplemental KSA (knowledge, skills and abilities) Statements

Note: Five or ten points will be added to the score of nonstatus applicants who qualify for veterans preference.

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

- 1 Ability to interpret and analyze data and technical materials in order to develop policy guidelines and/or procedures.
- 2 Ability to communicate in writing in order to develop recommendations, prepare correspondence and reports.
- 3 Ability to communicate orally in order to effectively deal with individuals at various levels in the organization in providing advice and guidance.
- 4 Ability to plan and organize work in order to keep abreast of multiple assignments and meet deadlines.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- Supplemental KSA statements responding to evaluation criteria
- A copy of college transcript is MANDATORY. (Failure to provide a transcript will result in nonconsideration)
- Non-status candidates: If you are claiming Veterans' Preference, submit a copy of form(s) DD-214, Armed Forces of the United States Report of Transfer or Discharge, and/or SF-15, Claim for Veterans' Preference (10-point veterans), plus proof required by form.

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be postmarked by the closing date of this announcement AND received within 7 working days of the closing date.

- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- Faxed applications will not be accepted.
- Relocation expenses may be authorized.

VETERANS' PREFERENCE IN HIRING:

If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary medal, or a service-connected disability. Under the Defense Authorization Act of November 1997, veterans preference is accorded to anyone who served in the Gulf War from 08/02/90 through 01/02/92 AND has 24 months of continuous, active duty service, OR been a reservist activated during that period and served the full period for which called to active duty. This law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 29, 1995 -December 20, 1996) and Operation Joint Guard (December 20, 1996 -to be determined). For further details on veterans' preference, call OPM at 912-757-3000, select "Federal Employment Topics" and then "Veterans," or, dial OPM's electronic bulletin board at 912-757-3100. Information is also available in the vets guide found on the Internet at www.opm.gov. To claim 5-point veterans' preference, attach a copy of your DD-214, *Certificate of Release or Discharge from Active Duty*, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, *Application for 10-point Veterans' Preference*, plus the proofs required by that form.

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)

USDA NONDISCRIMINATION STATEMENT

- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.